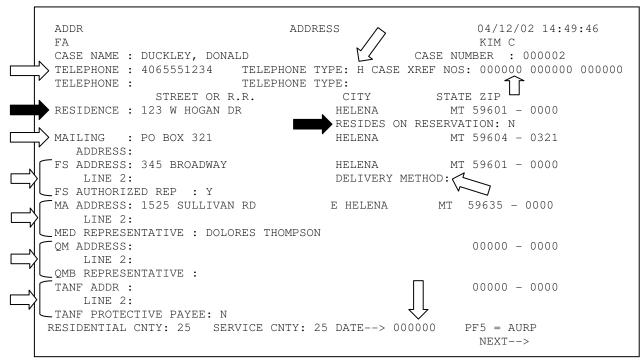# ADDR – Address

This screen is part of the default screenflow for all programs. It is used to record address, telephone, and benefit delivery information for the case.

```
 ADDR                          ADDRESS                    04/12/02 14:49:46
 FA                                                       KIM C
 CASE NAME : DUCKLEY, DONALD                    CASE NUMBER  : 000002
 TELEPHONE : 4065551234    TELEPHONE TYPE: H CASE XREF NOS: 000000 000000 000000
 TELEPHONE :               TELEPHONE TYPE:
             STREET OR R.R.            CITY          STATE ZIP
 RESIDENCE : 123 W HOGAN DR            HELENA              MT 59601 - 0000
                                       RESIDES ON RESERVATION: N
 MAILING   : PO BOX 321                HELENA              MT 59604 - 0321
     ADDRESS:
 FS ADDRESS: 345 BROADWAY              HELENA              MT 59601 - 0000
     LINE 2:                           DELIVERY METHOD:
 FS AUTHORIZED REP  : Y
 MA ADDRESS: 1525 SULLIVAN RD          E HELENA           MT  59635 - 0000
     LINE 2:
 MED REPRESENTATIVE : DOLORES THOMPSON
 QM ADDRESS:                                              00000 - 0000
     LINE 2:
 QMB REPRESENTATIVE :
 TANF ADDR :                                              00000 - 0000
     LINE 2:
 TANF PROTECTIVE PAYEE: N
 RESIDENTIAL CNTY: 25   SERVICE CNTY: 25 DATE--> 000000    PF5 = AURP
                                                           NEXT-->
```

Solid arrow = Mandatory field. Open arrow = Optional Field. QS = Quick Select field.

Mandatory Fields

RESIDENCE

A residence (physical) address must be entered for every client, including street, city, state, and zip code (the zip code may be in either Zip or Zip+4 format). The residence address line must not contain a PO Box or other mailing address; it must reflect where the person lives. If no other mailing address is entered, all mail is sent to the residence address.

RESIDES ON RESERVATION

This field must contain a Y or N. The field defaults automatically to N, but if the person resides within the physical boundaries of an Indian reservation the case manager changes this to Y. This may qualify the case for a TANF timeclock exclusion based on the Zip code.

Optional Fields

CASE XREF NOS

If members of this household have been associated with other cases on TEAMS, up to three case numbers may be entered here for cross-reference purposes.

TELEPHONE

The Primary Information person's telephone number is entered in this field, including area code, with no dashes. There are two fields for entry of telephone numbers.

TELEPHONE TYPE   [F1]

The appropriate code is entered in this field to indicate whether this is a Home, Work, or Message number.

MAILING (Street or PO Box, City, State, Zip)

If the household's mailing address is different from the residence address, it is entered in this field. This address supersedes the residence address for all correspondence and all benefits, unless another address is entered for a specific program as described below.

FS ADDRESS / LINE 2 (including City, State, Zip fields)

The FS Address fields are used in two instances: (1) The participant's EBT card needs to be mailed somewhere other than to the Residence or Mailing address, or (2) a Food Stamp Authorized Representative is designated for the case. Two lines are available for the street/mailing address (at left), and the city, state, and Zip are entered on the right.

If a Food Stamp Authorized Representative is entered for the case as described below, that person's address (not the participant's) is entered here. In this instance, the authorized representative's EBT card is mailed to this address and the participant's EBT card is mailed to the Residence or Mailing address.

FS AUTHORIZED REP   [F1]

This field displays a Y or N to indicate whether a Food Stamp Authorized Representative has been set up on the AURP (Authorized Representative / Protective Payee) screen to receive an EBT card for the case. N means no authorized representative exists. The case manager types Y over the N to access AURP for entry of an authorized representative. After AURP is completed, this field displays Y. When Y is present, AURP can be accessed by pressing F5.

MA ADDRESS / LINE 2 (including City, State, Zip fields)

The MA Address fields are used in two instances: (1) The participant's Medicaid card (or MA / QMB combo card) needs to be mailed somewhere other than to the Residence or Mailing address, or (2) a Medicaid Representative is designated for the case. Two lines are available for the street/mailing address (at left), and the city, state, and Zip are entered on the right.

If a Medicaid Representative is entered for the case as described below, that person's address (not the participant's) is entered here.

MED REPRESENTATIVE

This is a 30-character field for entering the name of the participant's representative (if any) for the Medicaid program. The Medicaid card is mailed to the MA Address in care of this person.

QM ADDRESS / LINE 2 (including City, State, Zip fields)

The QM Address fields are used in two instances: (1) The participant's QMB card needs to be mailed somewhere other than to the Residence or Mailing address, or (2) a QMB Representative is designated for the case. Two lines are available for the street or mailing address (at left), and the city, state, and Zip are entered on the right.

If a QMB Representative is entered for the case as described below, that person's address (not the participant's) is entered here.

QMB REPRESENTATIVE

This is a 30-character field for entering the name of the participant's representative (if any) for the QMB program. The QMB card is mailed to the QM Address above in care of this person.

TANF ADDR / LINE 2 (including City, State, Zip fields)

These fields are used in two instances: (1) The participant's check (or EBT card, when available) needs to be mailed somewhere other than to the Residence or Mailing address, or (2) a TANF Protective Payee is assigned to the case. Two lines are available for the street or mailing address (at left), and the city, state, and Zip are entered on the right.

If a TANF Protective Payee is entered for the case as described below, that person's address (not the participant's) must be entered here.

TANF PROTECTIVE PAYEE   [F1]

This field displays a Y or N to indicate whether a TANF Protective Payee has been entered on the AURP (Authorized Representative / Protective Payee) screen. N means no protective payee exists. The case manager types Y over the N to access AURP for entry of a protective payee. After AURP is completed, this field displays Y. When Y is present, AURP can be accessed by pressing F5.

If a TANF protective payee has been assigned, the participant's TANF check is made out to the protective payee and mailed to the TANF address above.

DELIVERY METHOD   [F1]

Prior to implementation of EBT for food stamps, a delivery method code could be entered in this field for Food Stamp benefits that were subject to restricted delivery or sent by certified mail.

DATE

A past date may be entered in this inquiry field (MMDDYY format). When Enter is pressed, ADDR displays the address, telephone, and authorized representative/protective payee information that was in effect on that date.

Display Fields

CASE NAME

The case name (Primary Information person) is displayed.

CASE NUMBER

The TEAMS case number is displayed.

RESIDENTIAL CNTY

The residential county number for each case will be determined by TEAMS and automatically displayed, based on the residential zip code entered.

SERVICE CNTY

TEAMS displays the county number of the OPA office currently maintaining the case.

Navigation Fields and Fkeys

NEXT- ->	This field allows the user to access the next desired screen by typing the screen name.
F2	The F2 key returns to the last TEAMS *menu* that was accessed.
F3	The F3 key returns to the SYSE (System Selection) menu.
F5	If a 'Y' appears in either the FS Authorized Rep or the TANF Protective Payee field, F5 accesses the AURP (Authorized Representative / Protective Payee) screen for viewing or update.
F10	The F10 key accesses the CANO (Case Notes) screen.
F12	The F12 key clears any new data typed on the screen, as long as Enter has not been pressed.